



New Construction Permit Check list

The following items and quantities thereof are required for submittal with a Building Permit. All such information shall be complete in order for a Permit Application to be accepted for processing.

Residential (New Construction)

- ☐ Final Plat (3 copies, one of which must be 8" ½ x 11")
- ☐ Site Plan (3 copies), including location of fence as applicable
- ☐ Foundation Plan (2 copies)
- ☐ Floor Plan (2 copies)
- ☐ Elevations (2 copies)
- ☐ Energy Code Check sheet (2 copies)
- ☐ Monotony diagram (8" ½ x 11" copy of plat) with house model numbers and elevation (applies only if preliminary platted before 6/1/06 and final platted before 12/31/09)
- ☐ Diagram of setbacks of adjacent homes OR initialed statement below per ZO Sect. 6.101D3
- ☐ Elevation plan provides minimum 50% masonry (applies only if preliminary platted before 6/1/06 and final platted before 12/31/09)
- ☐ Site plan provides garage less than 8 ft. in front (effective January 1, 2010 if preliminary platted before 6/1/06 and final platted before 12/31/09)
- ☐ Water Receipt (1 copy)
- ☐ Other (NEZ, Noise attenuation, etc.)
- ☐ Will /will not (circle one) be constructing the lot fence before the final inspection of the home
- ☐ 2 Trees (On Infill lots as applicable)
- ☐ TPW – road impact fees
- ☐ Stormwater drainage guide
- ☐ Gas/Fire review from well – if applicable

Urban Forestry Compliance – Includes all subdivisions, contiguous lots with the same owner greater than one acre, or lots greater than one acre. PP or FP subdivision plats will have a note that compliance with

Commercial (New Construction)

- ☐ Final Plat (3 copies, one of which must be 8" ½ x 11")
- ☐ Plan review notes (2 copies)
- ☐ Site plan w/ Parking (11 copies, one of which must be 8" ½ x 11" in size)
- ☐ Landscape Plan (4 copies)
- ☐ Floor Plan (2 copies)
- ☐ Elevations (2 copies)
- ☐ Energy Code Check sheet (2 copies)²
- ☐ TDLR # (Projects over \$49,999)
- ☐ Other (NEZ, Noise attenuation, etc.)

Urban Forestry Compliance – Includes all nonresidential developments regardless of acreage.

- ☐ If required: (check one):
 - 1) UFC permit # _____ is approved. _____
 - 2) UFC permit has been applied for but not approved - UFC permit # _____.
 - 3) UFC permit has not been applied for.
- ☐ If not required:
 - A UFC permit is not applicable or required for this project due to: _____

Ordinance 17228 or 18615, Tree Preservation Ordinance, Urban Forestry Ordinance (or any other reference to trees or urban forestry) is required.

- ☐ If required: (check one):
- ☐ 1) UFC permit # _____ is approved. _____ (provide amount/#) 3" caliper trees will be planted and/or preserved in accordance with the approved UFC permit before final inspection. A note or picture indicating required plantings shall be provided on the site plan.
 - ☐ 2) UFC permit has been applied for but not approved - UFC permit # _____.
 - ☐ 3) UFC permit has not been applied for.
- ☐ If not required:
- ☐ A UFC permit is not applicable or required for this project due to: _____

Residential (Remodel)

- ☐ Scope of work/Plan notes (2 copies)
- ☐ Floor Plan (2 copies)
- ☐ Energy Code Check (2 copies)
- ☐ 2 Trees (On Infill lots as applicable)
- ☐ Other (NEZ, Noise attenuation, etc.)

Commercial (Remodel)

- ☐ Scope of work/Plan notes (2 copies)
- ☐ Floor Plan (2 copies)
- ☐ Floor Plan 11 x 17 (for Water Dept.)
- ☐ Energy Code Check (2 copies)²
- ☐ TDLR # (Projects over \$49,999)
- ☐ Other (NEZ, Noise attenuation, etc.)

¹ Landscape plan not required for building additions less than 3000 sf or less than 30% of existing building footprint.

² Building use will determine the need for Energy Code Check sheets.

____ (Initial) We have received a copy of the City of Fort Worth Zoning Ordinance Fence Requirements and will provide it to the builder.

(These guidelines must be provided to all applicants whether or not a fence is to be installed at the time of construction of the residential structure.)

____ (Initial) We elect not to provide the setbacks of adjacent homes on this permit and understand that an established setback may apply to this property per Zoning Section 6.101D3 and identified at the first inspection. We acknowledge a variance may be necessary if an established setback applies.

----- (Initial) We confirm that we are building a custom home and do not fall under section 6.507 A. of the Residential Design Standards (same elevation)

Applicant signature _____ Date _____

Company represented _____